

13.110 ASSIGNMENT, ROTATION AND TRANSFER OF PERSONNEL

References:

Procedure 13.100 - Field Training Officer Program
Procedure 13.112 - Assignment Availability
Selection Process
FOP/City Labor Agreement

Policy:

Personnel will be assigned with the primary purpose of providing adequate service in all units. Experience and qualifications of individuals will guide selection.

Procedure:

A. Assignment and rotation

1. Upon graduation from the recruit training program, police officers will be assigned to field units; the Patrol Bureau will implement and maintain administration of this process (refer to 13.100, section B.2.).
 - a. The probationary police officers will be given at least two district assignments in their first three years with the Police Department.
 - b. A member may be transferred to provide additional stimulus or afford new experience, when an administrative evaluation indicates such action.
 - c. As a general rule, the first assignment will be not less than one nor more than two years.

B. Transfer

1. Upon request of a district/section/unit commander, extension of a specific assignment within the three year time span may be granted after a review of special or extraordinary job skills or active involvement in a significant investigation or program.

2. At the completion of the unit tour, an evaluation of the individual will be made by the shift supervisors with any comments from the district commander relating to individual activities, qualities and capabilities.
3. Requests for transfer prior to completion of the three year cycle will not be honored except for reasons of urgency upon the approval of the Police Chief.
 - a. Requests for transfer, three years from the date of first district assignment, will be given administrative consideration after submission through channels to the Police Chief's Office.
 - b. Special or temporary transfers of personnel for purposes other than training will not affect the rotation policy.
 - c. Under ordinary circumstances, transfers will not be made for disciplinary purposes.
4. After individuals have completed their rotation cycle, their personal preference in assignment will be given consideration to whatever extent is consistent with Department policy.
 - a. Members desiring transfer to other assignments will submit a Form 17 to the Personnel Section stating reasons for request and any special experience or qualifications they may have.
 - b. When members in two or more units agree to request mutual transfers, each individual shall submit a separate Form 17 naming the person with whom agreement has been made and units to which they are assigned.
5. District/Section/Unit commanders will briefly comment on all requests for transfer and forward to the Personnel Section.
6. Personnel wishing to withdraw transfer requests may submit a canceling Form 17 at any time.

7. District/Section/Unit commanders, subject to the approval of the bureau commander, will exercise discretion in the employment of personnel assigned to their units.
8. When it proves impracticable to honor transfer requests within one year on their dates, such requests will be voided.
 - a. Members may resubmit requests not granted within a year.

C. Temporary Assignments

1. Department needs may dictate the temporary assignment of Department personnel.
2. The Police Chief determines:
 - a. The positions eligible for temporary assignment.
 - b. The duration of any temporary assignment (generally six months).
 - c. The job specific selection criteria.
 - d. The selection procedure. It will usually follow the specialized assignment application procedure set forth in Procedure 13.112.
3. Restricted Duty Personnel
 - a. Department needs may dictate the temporary suspension of an officer's police powers.
 - b. An officer on restricted duty may not leave the facility where he is assigned during his tour of duty, unless accompanied by a supervisor.